**Entering Previous Nine Weeks Final Grades for Transfer Students from within CMCSS**

*In order for semester averages to be calculated correctly, teachers* ***MUST*** *manually enter the final grade for* ***each******nine******weeks*** *the student was enrolled in another class in the district. This must be done for* ***each subject****.*

*\*These grades will be provided to you by the previous teacher.*

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| 1. Open your Powerschool Portal and launch PowerTeacher Pro |  |
| 2. Select the desired class from the class dropdown. |  |
| 3. Click on Grading and select Scoresheet. |  |
| 4. Choose the Reporting Term (in the upper right-hand corner)  *(Example: N1, N2, N3)*  Be sure to select the nine weeks for which you are entering the transfer grade. |  |
| 5. Look in the Final Grade column  (there should be a dash since the student did not have a final grade in your class) |  |
| 6. Click on the dash to open the Score Inspector. |  |
| 7. Enter the Final Grade Percentage  8. Be sure to choose the correct letter grade that represents the percentage you entered.  9. Close the box. |  |
| 12. You will now see the letter and number score in the Final Grade section where the dashes used to be. |  |
| 13. Repeat steps 1-12 for EACH nine weeks that the student was NOT in your class but was enrolled in the district. |  |
| 14. Repeat the above PROCEDURE (Steps 1-13) for every SUBJECT for which the student is enrolled. |  |

**Finding Grades for Withdrawn Students**

**\****If a student withdraws from your class and enrolls in another class in the school, you must provide the NEW teacher with the Final Grades for each nine weeks the student was enrolled with you.*

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| 1. Open your gradebook. |  |
| 2. Click on a subject for which you need to find the grade of a student who has left your class. |  |
| 3. Click on Students and select Show Dropped in the upper right-hand corner.  4. Select the desired student. |  |
| You will see the grades for that student only for the Reporting period shown at the top of the spreadsheet. Write down that grade to give to the student’s new teacher. |  |
| 5. Repeat for each subject. |  |
| 6. Change the Reporting term and repeat for each subject for each nine weeks with recorded grades for the student. Be careful to associate the correct grade with the applicable reporting period for the student’s new teacher. |  |